



SITE DEVELOPMENT GRANTS

Grants Management Webinar

July 2021

AGENDA

- Overview
- Contracts
- Reporting
- Procurement
- Construction
- Financial Information
- Files
- Monitoring
- Closeout
- Other requirements
- Questions

OVERVIEW

- Funded through the Rural Economic Opportunity Act
- Purpose -
 - To make your site more attractive to companies looking to locate
 - To reduce the risk and time it will take to prepare your site for a client
 - To increase the inventory of high-quality and certified sites in the state
- 15 awards totaling \$4,635,771.00
- Popular activities – due diligence studies, grading, and utility infrastructure improvements

SUCCESS STORIES

Titan Medical – Lexington, Henderson County



SUCCESS STORIES

Hirotec America – Fayetteville, Lincoln County



SUCCESS STORIES

ebm-papst, Inc. – Johnson City, Washington County



CONTRACTS

- Thank you for helping get these done so quickly!
- Your contracts began on **June 30, 2021**, and they will expire on **June 29, 2023**.

 GOVERNMENTAL GRANT CONTRACT (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)			
Begin Date	End Date	Agency Tracking #	Edison ID
You cannot incur expenses before this date	You cannot incur expenses after this date	The number of the program internally (budget)	The number for this contract, also referred to as a "PO" number
Grantee Legal Entity Name			Edison Vendor ID
Legal Name of your organization, including a dba, if applicable			The number associated with your entity
Subrecipient or Contractor		CFDA #	
<input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		Grantee's fiscal year end This is the end of your fiscal year per your application and pregrant	

Section	Description
A	Scope of Services and Deliverables
B	Term of Contract
C	Payment and Conditions
D	Standard Terms and Conditions
E	Special Terms and Conditions
Attach. A	Detailed Scope of Services
Attach. 2	Budget

CONTRACTS – GRANT COMPLIANCE PACKET

Grant Compliance Packet

- We have developed a packet/presentation that shows all the forms you are required to submit to get your contract started and to manage your project
- **Forms included**
 - **Contract** – Grant Payment Setup Form, Direct Deposit Form, W9 *(You should have already done these.)*
 - **Compliance** - Audit & Title VI submissions should be updated annually by all active grantees and can be submitted through our online compliance submission form. *(This must be submitted prior to requesting reimbursement and it needs to be updated yearly.)*
 - **Administration** – Contract scope change request, reimbursement instructions, submission of yearly audit and corrective action plan, cumulative adjustment instructions, Budget Revision Form *(Will be needed during the course of the project.)*

REPORTING

- Grantees are required to submit a monthly report on the 25th of each month (starting the month after the contract start date)
- Report must be submitted via an online portal - <https://www.tn.gov/e cd/rural-development/tne cd-site-development/select-tennessee-site-development-grant/site-development-grant-status-report.html>
- Monthly reporting should take about 5 minutes – what you did this month, what problems you are having, what ECD can do to help, and what you plan to do next month
- An annual report is required a year after the contract starts and at closeout. The annual and closeout reports can be found here - <https://www.tn.gov/e cd/rural-development/tne cd-site-development/select-tennessee-site-development-grant/site-development-grant-annual-and-closeout-report.html>

PROCUREMENT

- Procurement must be competitive and transparent
- Follow local procurement procedures and keep good documentation of the process and results
 - Generally, communities can accept quotes for items up to a certain level (~\$25,000) but must do formal bidding for items above that amount
 - Procurement of professional services should not be based on price but on meeting your qualifications
- We will review procurement at monitoring

PROCUREMENT

- Professional Services (engineer and administrator)
 - Send at least 3 letters to companies who could provide the service
 - Give them time to respond
 - Have a selection committee and qualifications to select service provider
 - Document the process
 - If you are using the Development District to administer the grant, you do not have to use a formal procurement process for admin
 - If you only receive one response back when procuring professional services, draft a single response memo and keep it on file
- Construction
 - Must be advertised in a public newspaper
 - Must give bidders a minimum of two weeks before receiving bids
 - Bids must be publicly opened and read aloud
 - Must have two bids, or show what efforts were made to obtain bids
 - Must be awarded to lowest, most responsive bidder (approval from ECD required if not the lowest bid)

CONSTRUCTION BID PROCESS

- Review Bidding Procedures on the website
- Submit bid documents electronically to TNECD and wait for approval prior to bid advertisement
- **Before advertising** also have approval from other appropriate State agencies (For water and sewer this would be TDEC)
- Requirements of the Tennessee Contractors Licensing Act of 1994 should be followed concerning information on the outside of the contractor's bid submittal envelope
- Addendums must be sent to Select.Tennessee@tn.gov for approval **prior** to issuing
- Open Bids
- Submit **certified detailed bid tabs** and accompanying information to Select.Tennessee@tn.gov

CONSTRUCTION

- Construction can begin only when a letter from ECD approving the bid tabs has been issued
- Notice of Award and Pre-construction Conference must be submitted to ECD
- Notice to Proceed must be submitted to ECD
- All change orders must be approved by ECD **prior to execution**

FINANCIAL REQUIREMENTS

- Our fiscal team is currently working on creating invoice templates, and they will be sent to you as they are completed. The completed invoice template & all supporting documentation must be submitted for TNECD to be reimbursed.

Questions about the invoice process?

Contact

Alaire Brown

Rural Development Grants Manager

Alaire.Brown@tn.gov

615-339-7654



INVOICE REQUEST FOR PAYMENT

Grantee Name	
Edison Address	1
Edison Location	Main
ECD Spreadsheet or Program#	230700
Edison Contract ID#	12345
ECD Department ID#	230070000
Edison Vendor ID#	54321
County	Davidson

Remit To:	
Grantee Remit Address	

Invoice Request Number	
Final Invoice Request? YES or NO?	

Date of Invoice	
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Invoice Period	Beginning	End

Amount of this Request:	0.00
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Budget Line-Item	Total Project	Grantee Participation	Infrastructure Participation	Grant Budget	% Grant Funds	Amount of Grant Funds Previously Invoiced	Beginning Grant Balance	Amount Requested for Current Invoice Period	Cumulative Amount Invoiced	Ending Grant Balance	Cumulative Percent Invoiced
A. Construction	\$1558,362.00	\$779,181.00	50.00%	\$779,181.00	50.00%	\$0.00	\$779,181.00	\$0.00	\$0.00	\$779,181.00	0.00%
B. Construction Inspection	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
C. Engineering Design	\$206,644.00	\$103,322.00	50.00%	\$103,322.00	50.00%	\$0.00	\$103,322.00	\$0.00	\$0.00	\$103,322.00	0.00%
D. Engineering (Other than design)	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E. Legal Services	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
F. Appraisals	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
G. Acquisition of Property	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
H. Capital Purchase	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
I. Professional Fee	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
J. Project Contingency	\$205,000.00	\$102,500.00	50.00%	\$102,500.00	50.00%	\$0.00	\$102,500.00	\$0.00	\$0.00	\$102,500.00	0.00%
Total	\$2,050,000.00	\$1,025,000.00	50.00%	\$1,025,000.00	50.00%	\$0.00	\$1,025,000.00	\$0.00	\$0.00	\$1,025,000.00	0.00%

With my signature, I certify the expenses requested for reimbursement were incurred. For the contract project area only, or middle mile infrastructure necessary to serve the contract project area; and All contracted procurement requirements were followed.

Authorized Signature: _____
Title: _____

President

Date: _____

Please email your invoice including the first three tabs and backup documentation to ECD.Invoices@tn.gov

Grant Budget

Invoice

Backup Detail

Instructions



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FINANCIAL REQUIREMENTS

	Total Project Amount	\$50,000.00									
	Grant Amount	\$50,000.00									
	Percent of Grant Funds\Match Requirement (%)	100.00%									

- This tab documents the original contract budget and any budget revisions that are made.
- If you revise the budget, you'll get a new invoice Template. We can't process any requests unless they are on the new form.

INVOICE REQUEST FOR PAYMENT

Grantee Name	
Edison Address	
Edison Location	
ECD Speedchart# or Program#:	
Edison Contract ID#:	
ECD Department ID#	
Edison Vendor ID#:	
County:	
Remit To:	

Your organization's info

ECD Prog. Mgr., Title

Grantee Contact Name	
Email Address	
Phone number	

Invoice Request Number:	1
Final Invoice Request?'YES or NO?':	YES
Date of Invoice:	10/20/20
Invoice Period:	Beginning: 10/01/20 End: 10/17/20

Amount of this Request: 30,000.00

Budget Line-Item	Contractor	Contractor	Total	Amount of	Amount
Payee/Vendor Name	Invoice	Invoice	Project	Grantee	Charged to
	Number	Date	Amount	Participation	Grant Contract
			Invoiced		

Construction

A1 Example Construction	112	10/01/20	\$50,000.00	50.00%	\$25,000.00
A2					
A3				\$0.00	\$0.00
A4				\$0.00	\$0.00
A5				\$0.00	\$0.00
A6				\$0.00	\$0.00
A7				\$0.00	\$0.00
A8				\$0.00	\$0.00
A9				\$0.00	\$0.00
A10				\$0.00	\$0.00
Total Construction			\$50,000.00	\$25,000.00	\$25,000.00

Construction Inspection

B1				0.00%	\$0.00
B2				\$0.00	\$0.00
B3				\$0.00	\$0.00
B4				\$0.00	\$0.00
B5				\$0.00	\$0.00
B6				\$0.00	\$0.00
B7				\$0.00	\$0.00
B8				\$0.00	\$0.00
B9				\$0.00	\$0.00
B10				\$0.00	\$0.00
Total Construction Inspection			\$0.00	\$0.00	\$0.00

Engineering Design

C1 Example Engineering	223	10/17/20	\$10,000.00	50.00%	\$5,000.00
C2					
C3					

The blue areas on this tab must be filled out and will automatically populate the invoice tab.

The totals will automatically calculate as you add lines in each budget section

This was established during contracting

The information for each vendor invoice you claim for reimbursement will need to be entered in the corresponding budget sections. In addition, the backup documents that contain the vendor invoices and proof of payment will need to be labeled, based on the line they are listed on in this tab (A1 C1, etc..).

FINANCIAL REQUIREMENTS

Broadband Accessibility Grant - 2018
INVOICE REQUEST FOR PAYMENT

Grantee Name	
Edison Address	1
Edison Location	Main
ECD Speedchart# or Program#	330790
Edison Contract ID#	12345
ECD Department ID#	3306700100
Edison Vendor ID#	54321
County	Davidson
Permit To:	
Grantee Remit Address	

Invoice Request Number:
Final Invoice Request? YES or NO?:
Date of Invoice:
Invoice Period: Beginning End
Amount of this Request: 0.00

This column will need to be filled out based on your previous requests, starting with reimbursement request two.

Budget Line-Item	Total Project	Grantee Participation	Indirect Participation	Grant Budget	% Grant Funds	Amount of Grant Funds Previously Invoiced	Beginning Grant Balance	Amount Requested for Current Invoice Period	Cumulative Amount Invoiced	Ending Grant Balance	Cumulative Percent Invoiced
A. Construction	\$1,558,352.00	\$779,176.00	50.00%	\$779,176.00	50.00%	\$0.00	\$779,176.00	\$0.00	\$0.00	\$779,176.00	0.00%
B. Construction Inspection	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
C. Engineering Design	\$298,688.00	\$149,344.00	50.00%	\$149,344.00	50.00%	\$0.00	\$149,344.00	\$0.00	\$0.00	\$149,344.00	0.00%
D. Engineering (Other than design)	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E. Legal Services	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
F. Appraisals	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
G. Acquisition of Property	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
H. Capital Purchase	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
I. Professional Fee	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
J. Project Contingency	\$205,000.00	\$102,500.00	50.00%	\$102,500.00	50.00%	\$0.00	\$102,500.00	\$0.00	\$0.00	\$102,500.00	0.00%
Total	\$2,050,000.00	\$1,025,000.00	50.00%	\$1,025,000.00	50.00%	\$0.00	\$1,025,000.00	\$0.00	\$0.00	\$1,025,000.00	0.00%

A signature and date are required in order to process the request. We do not accept typed signatures. It must be a wet signature or digitally verified.

With my signature, I certify the expenses requested for reimbursement were incurred:
 For the contract project area only, or middle mile infrastructure necessary to serve the contract project area, and
 All contracted procurement requirements were followed.

Authorized Signature: _____ **Title:** President **Date:** _____

Please email your invoice including the first three tabs and backup documentation to ECD.Invoices@tn.gov

Grant Budget
Invoice
Backup Detail
Instructions

FINANCIAL REQUIREMENTS

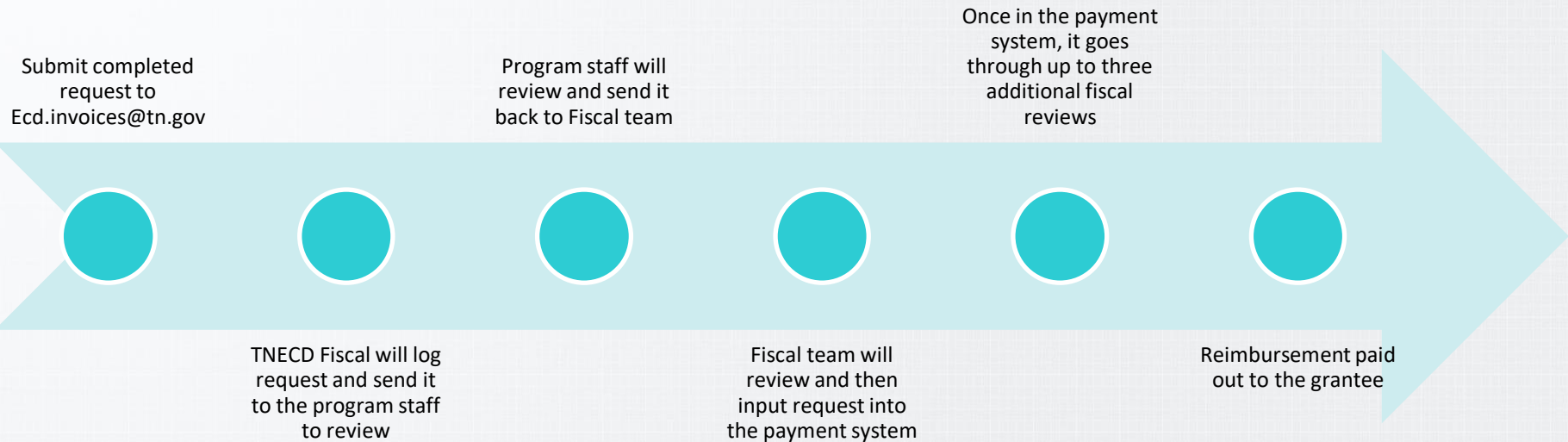
Helpful Tips Based on Common Mistakes

- When you are ready to submit the request combine your signed invoice coversheet, backup detail pages, and backup documentation into **ONE** pdf document.
- The request should be in order and there should be handwritten/typed labels on each page of the document to tie it back to the backup detail lines.
- The invoice period on the backup detail tab needs to be filled out based on the earliest and the latest service date found in the reimbursement request.
- Information for all applicable fields must be completed on the invoice template and the coversheet must be signed and dated prior to submission.
 - Please don't forget to double check that the "Amount of Grant Funds Previously Invoiced" column has been updated prior to signing the coversheet.

FINANCIAL REQUIREMENTS

- Reimbursable grant - work must be completed and paid for by grantee in order to submit an invoice to the State
- **All back-up documentation must show dates of service and include a description of the service provided or work completed**
- Submit invoices no more than monthly and no less than quarterly to ecd.invoices@tn.gov

FINANCIAL REQUIREMENTS



FINANCIAL REQUIREMENTS

- 5% Retainage must be held on all construction contracts. Construction contracts over \$500,000 must put retainage into escrow account.
- To receive final payment for construction, a Notice of Completion must be published in the paper and a notarized Release of Liens must be obtained from the contractor. Both must be included with the invoice.
- Administration and Engineering cannot be increased without written permission from ECD and administration cannot exceed 4% of original grant award.

PROJECTS WITH MULTIPLE GRANT SOURCES

- Must follow SDG requirements
- Anything bid with SDG contract becomes part of our project
- Paid by percentage of line item in budget

FILES

- Can keep files electronically or in hard copy
- TNECD must be able to access them on a monitoring visit
- Keep contract, invoices, bid documents, all ECD communication, and all other relevant documentation
- Keep files for 5 years after the close of the contract

MONITORING

- TNECD will be conducting monitoring visits during the project
- These may be on site or conducted remotely
- TNECD also requires monthly reports to review progress and answer any questions

CLOSEOUT/FINAL REPORT

- An annual report is required a year after the contract starts
- The closeout report is basically the same as the annual report with information on final spending
- Closeout/Final Report is due 30 days after the project is completed
- You will report on metrics/outcomes, successes, setbacks, funds spent, etc.

OTHER REQUIREMENTS

- We want your success stories! Take pictures! Remember to take photos prior to work beginning
- Think about outcomes throughout the project
- All documents must be submitted electronically
- Projects must be completed in 24 months – but you can definitely finish sooner
- It is important that you ask when you have questions as soon as they arise, rather than waiting until too late
- If site is not certified and is over 20 acres, certification must be **actively pursued**
- If site is due for recertification, recertification must be **actively pursued**

QUESTIONS?

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<https://www.tn.gov/ecd/rural-development/tnecd-site-development/select-tennessee-site-development-grant.html>